



## **SCOPE OF WORK: REMODELATION IN BATHROOMS AT THE U.S. CONSULATE GENERAL IN HERMOSILLO, SONORA, MEXICO.**

### **Part I: General Information**

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#### **1 Introduction.**

- 1.1 The U.S. Department of State (DOS) requires professional engineering services to remodel the bathrooms located inside the building, on the security booth and Sala 66.
- 1.2 The purpose of this scope of work (SOW) is to provide guidance to interested contractors on how to present their cost/time proposals and how to meet the US Government needs as well as define the requirements of the Material/furniture/Lighting /etc., for the renovation on all U.S. Consulate General bathrooms.

#### **2 Background.**

- 2.1 Since the building was opened back on May of 1985 no mayor change o remodeling as been made on bathrooms.
- 2.2 The Hermosillo Consulate request the remodeling of the bathrooms located in the basement, second floor, first floor and security booth due to the fact that they need an upgrade on the materials an equipment and electrical and plumbing fixtures

#### **3 Pre-bid conference (site visit).**

- 3.1 A site visit will be scheduled for all interested bidders to inspect the site, take all necessary measurements, and observe the existing conditions in order to prepare an accurate bid. The contracting officer will establish this date for this visit at least 3 calendar days in advance of the proposal's presentation date. The contractor must have received the SOW package before the site visit's date.

## **Part II: Work Requirements.**

### **1 General Requirements**

#### **1.1 Guidelines.**

- 1.1.1 The contractor must include in its proposal all materials, labor, tools, safety equipment/signals, indirect costs and profit. Present the IVA as a separated cost.
- 1.1.2 The contractor shall be responsible for removal and replacement of all equipment relating to the bathrooms remodeling, include; Toilet, Urinal, Flush valves, etc. Contractor shall dispose of any unused equipment, tiles, pipes, excess materials or other construction debris.
- 1.1.3 Building operations will not be interrupted while the job is performed. If Work will be performed during non-regular business hours needs to be approved in advance (see Part III of this SOW). The contractor must perform daily cleaning of the area.
- 1.1.4 In addition to the daily cleaning, contractor must remove any debris/garbage on weekly basis out of the Compound.
- 1.1.5 It will be Contractor's responsibility replace/repair any damage on the facilities, furniture or equipments (cars included) do it directly by the Contractor or as a consequence of their actions.
- 1.1.6 The USG will designate a COR (Contracting Officer Representative) to be responsible, among other duties, of supervising the work (quality/scheduling), approve/reject materials, act as the main point of contact, approve partial payments (If applicable), respond to technical questions that the contractor may have.
- 1.1.7 Contractor must follow and meet US and local construction codes and procedures.
- 1.1.8 Contractor must only use UL or FM approved equipment/materials. Locally purchased materials must be approved by the COTR.
- 1.1.9 The quantities indicated on the quantity survey may vary and will be verified by the awarded contractor during the site visit before commencing the work.
- 1.1.10 Lined items may be added or deleted from the attached quantity survey during the pre-bid site visit. Contractor can only perform the items approved by the contracting officer (CO).

#### **1.2 Contractor's personnel.**

- 1.2.1 The contractor shall supervise all personnel assigned by the contractor for the performance of the respective services. There shall be no employer-employee relationship between the USG and the personnel. Subcontractors may only be employed with the express written consent of the COR.

#### **1.3 Superintendence by contractor.**

- 1.3.1 The entire operation of the contracted services shall be superintended by the contractor's liaison. The liaison shall coordinate the performance of the contracted services with the needs of the USG.

- 1.3.2 The liaison, or a qualified assistant, shall be on duty throughout the normal operating hours. The liaison shall also superintend the performance of the contracted services on Saturdays, Sundays, and holidays if needed.

#### 1.4 Quality assurance.

- 1.4.1 The contractor shall institute an appropriate inspection system including:
- 1.4.2 Develop and maintain checklists of duties to be carried out.
- 1.4.3 Ensure these duties are carried out by the supervisory staff and Senior employees, and
- 1.4.4 Perform inspections at all work locations to determine whether the various services are being performed according to the contract requirements.
- 1.4.5 Develop a Project work program with all the activities, and highlight the critical activities.
- 1.4.6 The contractor shall provide copies of all inspection reports to the COR.
- 1.4.7 The contractor shall promptly correct and improve any shortcomings and/or substandard conditions noted in such inspections. The contractor shall to the attention of the Contracting Officer or COR, for disposition, any conditions beyond the responsibility of the contractor.
- 1.4.8 The contractor crew chief shall have the ability to read and understand the Drawings, Specifications, shop drawings and installation manuals by the manufacturer.

#### 1.5 Inspection by government

- 1.5.1 The services performed and the supplies furnished for this contract will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.
- 1.5.2 The Contractor shall fill out the work order completion form (attachment C) showing work was completed and provide the form to FM Brian Pendergast or his/her authorized representatives. The contractor must submit validation that work was completed satisfactorily with request for payment.
- 1.5.3 The contractor shall be responsible for any corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.
- 1.5.4 The contractor shall be responsible for repair or replace any damaged done on the facilities or equipment.
- 1.5.5 The COR, or his/her authorized representatives verify requirements of Manufacturer Specifications are met.

## **2 Technical Requirements**

### 2.1 Summary

- 2.1.1 The contractor shall be responsible for removal, supply reinstalls and replace of all equipment and material related with the bathrooms.

## 2.2 Equipment Installation

- 2.2.1 Polished Marble (Fiorito Travertino) 40x40x1tile for floor and wall.
- 2.2.2 Polished Marble (Chocolate Travertino) 40x40x1tile for walls.
- 2.2.3 American Standard Toilets, Cadet Flux FloWisw 16 1/2" model 0123(MX), must include toilet seat and toilet seat cover, all fixtures and components parts.
- 2.2.4 American Standard Waterless Urinals, Water Free U1 model 01780 (MX) with replacement kit model 6156100(MX), must include all fixtures and components parts.
- 2.2.5 American Standard Flush Valves, Selectronic Concealed Toilet FV w/ WB, 1.6 GPF, model 6067.363(USA) or similar (could be Helvex model FC-110-WC-4.8) (AC powered, non batteries) must include all fixtures and components parts.
- 2.2.6 American Standard Ovalin under counter Sink, model 0497.221(USA) or 01 123 (MX) must include all fixtures and components part.
- 2.2.7 American standard Sink Faucet, model 6056165MX (MX) must include, Thermostatic mixer valve model 605XTMVMX (MX), all fixtures and components parts.
- 2.2.8 American Standard Polish Chrome Shower Faucet and Handler model 7220.7212 (USA) or Similar (could be Helvex), must include all fixtures and components parts.
- 2.2.9 Stanley Steel wall panel for toilet area, wall floor anchored, must include all fixtures and components parts.
- 2.2.10 Duty Work Soap Dispenser model DW-210 or similar (AC powered, non batteries) must include all fixtures and components parts.
- 2.2.11 Duty Work Toilet paper Dispenser model DW-392N or similar (AC powered, non batteries) must include all fixtures and components parts.
- 2.2.12 Duty Work Hand paper Dispenser model DW-401N or similar (AC powered, non batteries) must included all fixtures and components parts.
- 2.2.13 Dyson Airblade Hand Dryer model AB04 or similar, must include all fixtures and components parts.
- 2.2.14 Mirror with aluminum frame (size will be according each bathroom space).
- 2.2.15 Lights above the Mirror Techno Lite model MELSI TL-1102/S, must include all fixtures and components parts.
- 2.2.16 Lights for false ceilings Techno Lite model ORENBURGO LTLLED-3140, must include all fixtures and components parts.
- 2.2.17 Lights for CG's above the mirror Techno Lite model ARCO YD-500-3/B, must include all fixtures and components parts.
- 2.2.18 Lights for CG's shower area Techno Lite model NAVARA YD-208EP/B, must include all fixtures and components parts.
- 2.2.19 False Ceiling, USG Ceilings Quinta Avenida (Fifth Avenue).
- 2.2.20 Light switch Bticino L4001, must include cover plate, base, electrical box, all fixtures and components parts.
- 2.2.21 Infra red presence detector Bticino L4432/127, must include cover plate, base, electrical box, all fixtures and components parts.
- 2.2.22 GFCI outlet Bticino L4188GF, must include cover plate, base, electrical box, all fixtures and components parts.

2.2.23 Door Knob Smart Key, KiwikSet Smart key model #740H 15 SMT 6AL RCS or similar.

2.2.24 Wire size must be according each application or feeding.

### 2.3 Wiring Installation

2.3.1 Run all new wire according NEC Codes.

### 2.4 Conduit

2.4.1 Install intermediate junction/pull boxes as necessary.

2.4.2 Seal all conduit penetrations through fire rated walls, corridor walls, and mechanical/electrical room walls with fire rated sealant.

2.5 All electrical non metallic tubing (poliducto) or similar and electrical boxes must be recessed on the wall.

### 2.6 Adjust and Clean

2.6.1 Verify upon request of COR, remove protective coverings and clean up exposed surfaces. Repair damaged elements, restore abraded surfaces, touch-up base- coat paint finish with air-drying primer, and remove imperfections from exposed natural metal finishes.

2.6.2 Check and readjust hardware, devices, and accessories with door-to-frame-and-sill/ threshold clearances set for proper operation of locks, door seals, and other operational unit s. Do not remove permanently applied performance labels.

2.6.3 Exercise extreme care in cleaning exposed surfaces of polycarbonate; comply with manufacturer's directions.

2.6.4 Correct deficiencies observed in operation.

## **3 Scope.**

3.1 Remove and dispose of all Mirrors, wall panels, wood cabinet, toilets, urinals and sink.

3.2 Remove and recover all lights fixtures, light switch, outlet, Marble counter, flush valves, faucet mixer, modular false ceiling, smoke detectors and strobes.

3.3 Demolish wall tiles.

3.4 Demolish small brick next to the toilet on public women bathroom.

3.5 Remove epoxy paint on floors.

3.6 Made all electrical preparations for automatic flush valve and faucet mixer, Soap and hand paper dispenser, hand dryer, presence detector and light switch for new lamps.

3.7 Clean the surface walls and floors out of plaster and paint residue and prepare it to receive new tile.

3.8 Install new Polish Marble tiles on walls and floors.

3.9 Install new modular false ceiling, use as much as recover ceilings possible.

3.10 Install new lights fixtures, presence detectors, light switch and outlets.

3.11 Install new toilets, flush valves and waterless urinals.

3.12 Install new Stanley steel wall panels.

3.13 Adjust and Polish existing Marble counter.

3.14 Install new wood cabinet, under counter sink, Marble counter, and faucet mixer.

- 3.15 Install new mirror with aluminum frame.
- 3.16 Fix and Paint existing door and door frame and replace door knob.

#### **4 Deliverables.**

- 4.1 Work order completion form (1 Page).
- 4.2 Products technical data.
- 4.3 Bathrooms Photos.
- 4.4 Draws of each bathroom.

### **Part III. Supporting Information**

#### **1 Security.**

- 1.1 An FSN escort is required to be with the contractor's workers at all times.
- 1.2 No worker/equipment/material/vehicle will be allowed to enter the Facilities without written approval from the RSO. The RSO needs at least 4 workdays to provide written authorization once the contractor provides the information of the workers (copy of the picture ID) equipment, vehicle (color, model, license plate and drivers ID), or materials specs.

#### **2 Place of performance and working hours.**

- 2.1 Work to be performed in the COB Hermosillo, Son., Mexico.
- 2.2 Working hours will be from Monday thru Friday from 8:00 AM to 16:30 PM; Additional hours may be approved by the contracting officer representative (COR) but the contractor must base its quote and schedule on the hours described above.
- 2.3 Working hours include final daily cleaning.

#### **3 Period of performance and scheduling of activities.**

- 3.1 Contractor must start the work within 15 calendar days after contract award.
- 3.2 Work schedule will be of 30 working days.
- 3.3 Contractor must include in its proposal, a project execution schedule in a bar chart type format establishing finished dates per item and he will have to fulfill with it, if not a penalty will apply decided by facilities area.

#### **4 Attachments.**

- 4.1 FMO list of materials and specifications to be used on repairs or renovation project. Specific materials and equipment shall be indicated by the Consular Agency CORT (Contracting officer technical representative)

#### **5 Proposal presentation.**

- 5.1 Base the cost proposal on the attached quantity survey. No line items to be added or quantities to be changed, unless changed/added during the site visit.
- 5.2 FMO list of materials and specifications to be used on repairs or renovation project. Specific materials and equipment shall be indicated by the Consular Agency CORT (Contracting officer technical representative)

- 5.3 Attach the construction schedule in a Gantt bar chart format, including the long lead delivery items.
- 5.4 The limit date to present the proposals will be Wednesday May 23<sup>rd</sup>, 2012 before 15:00 hours.

**6 Payments.**

- 6.1 The Contractor shall receive payments per the basic contract.
- 6.2 The contractor must provide the completed form showing work was accepted by post, with the invoice.

**END OF THE SOW**